

Position Vacancy

Information Specialist

This position vacancy is being re-announced. Applicants who applied for the previous job announcement in August need not reapply.

OPEN TO: All Interested Parties
POSITION: Information Specialist (N73001)
OPENING DATE: October 16, 2009
CLOSING DATE: October 30, 2009
WORK HOURS: Full Time 40 hours/ week
SALARY: **Full Performance Level:**
Ordinarily Resident (OR) FSN-11 ¥12,290,037 p.a.
Not-Ordinarily Resident (NOR) FP- 4
Trainee Level:
Ordinarily Resident (OR) FSN-10 ¥11,340,565 p.a.
Not-Ordinarily Resident (NOR) FP- 5 (Step 5 through 14)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

BASIC FUNCTION OF POSITION:

Is the principal advisor and assistant to the Information Officer (IO) and the Public Affairs Officer (PAO) in the planning, development and placement of information; assists in the promotion of better understanding of U.S. policies and achievements in the national press and other mass media, and among key target audience; develops and maintains effective and high level contacts with key target members and the mass media. Advises IO and PAO on programming Embassy information activities. Selects and recommends candidates from among media and other contacts for USG Exchange of persons programs. Serves as primary working liaison with Japanese media and media-related organizations of national importance and their affiliates. Acts as supervisor for three press assistants (N73004, N73005, N73006) and as senior staff of the Information Division. Under the general supervision and guidance of the Information Officer, the Press Officer and the Assistant Information Officer, supervises and coordinates the rapid translation and editing of official texts from English to Japanese for a variety of Mission public diplomacy activities, including publications, press activities and placement on the Embassy website. Coordinates translations and editing from various sources, including Embassy staff and outside contractors, and provides final clearance on all Japanese translations of PAS-produced official texts.

QUALIFICATIONS REQUIRED:

Full Performance Level:

1. **Education:** College graduate with BA and major in international relations, journalism or mass communications or the equivalent.

2. Prior Work Experience: At least 5 years of specialized experience in journalism/public relations, with extensive contacts among the mass media, in particular, print and television.
3. Language Proficiency: Level V* (Professional/Translator) in Japanese and Level IV* (Fluent) in English required.
4. Knowledge: Thorough knowledge of mass media and their key figures.
5. Skills and Abilities: Professional standing among media personnel and organizations; develop and maintain contacts with leading DRS (Distribution Records System) media members; make sound, intellectual and professional judgments. Basic computer skills.

Trainee Level:

1. Education: College graduate with BA and major in international relations, journalism or mass communications or the equivalent.
2. Prior Work Experience: At least 3 years of specialized experience in journalism/public relations, with extensive contacts among the mass media, in particular, print and television.
3. Language Proficiency: Level V* (Professional/Translator) in Japanese and Level IV* (Fluent) in English required.
4. Knowledge: Good working knowledge of mass media and their key figures.
5. Skills and Abilities: Professional standing among media personnel and organizations; develop and maintain contacts with leading DRS (Distribution Records System) media members; make sound, intellectual and professional judgments. Basic computer skills.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Minako Morimoto
Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFMs of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: October 30, 2009